Microsoft Word

Microsoft Word is a widely used commercial word processor designed by Microsoft. Microsoft Word is a component of the Microsoft Office suite of productivity software, but can also be purchased as a stand-alone product.
Microsoft Word was initially launched in 1983, and has since been revised numerous times. It is available for both Windows and Apple operating systems.
Microsoft Word is often called simply Word or MS Word.

Word Processing Features

*Create professional-looking documents quickly and easily

*Create table of contents, indexes, and cross-references for large documents

*AutoCorrect and AutoFormat automatically correct typographical errors and format documents using established shortcuts and typing patterns

*The print zoom feature allows you to print many pages on a single sheet of paper

*Export and save your word documents in PDF and other file format

*Spend more time writing, less formatting

*Add preformatted items in a matter of seconds

* Increase your effectiveness with the use of high-impact images

*Instantly give your documents a new look and feel

*Easily avoid spelling errors

Launch MS Word
*To start MS Word 2019, click on the Start button, and then select Microsoft Word from the options panel.
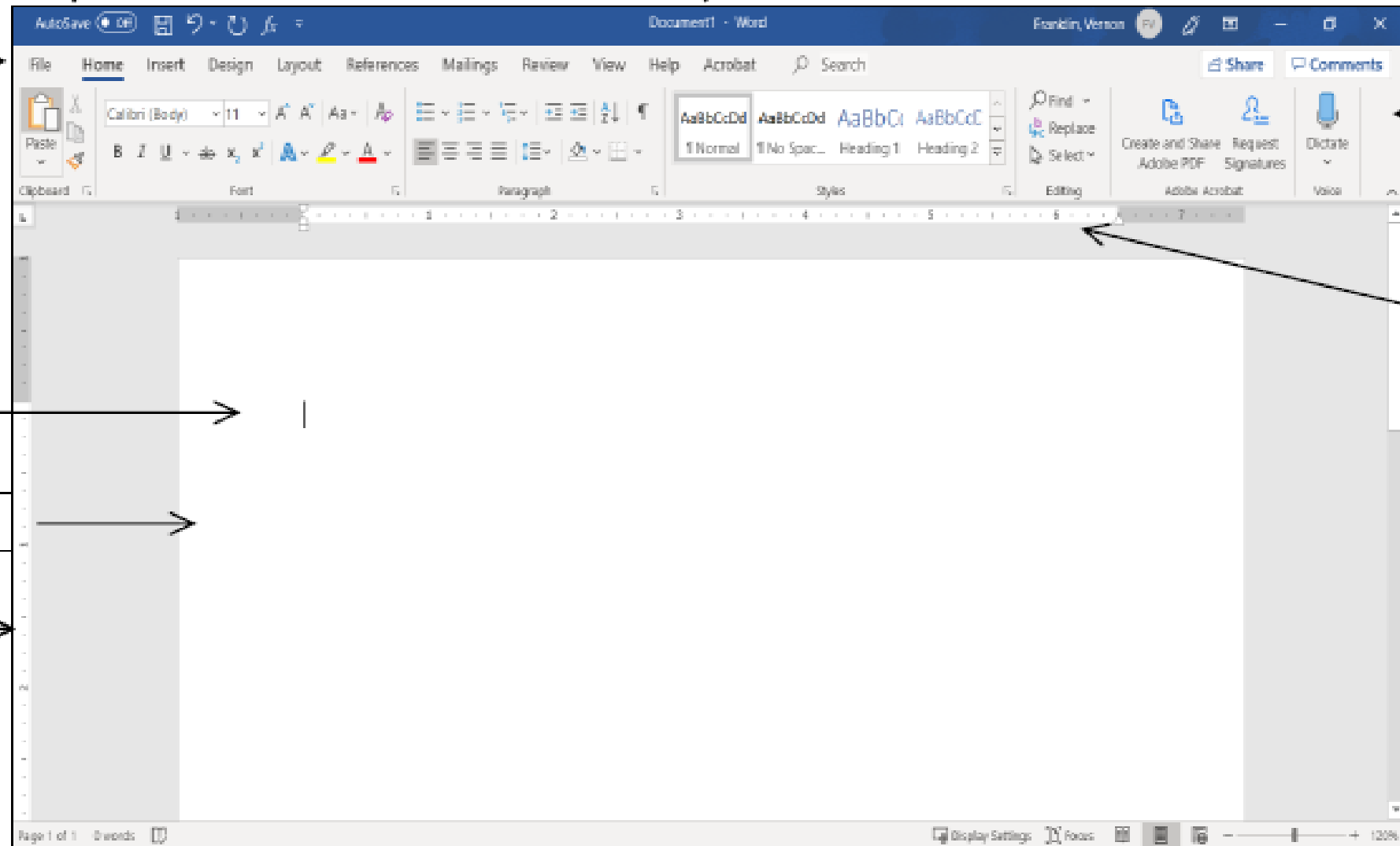The Microsoft Word Icon can be pin to the start bar for quick access
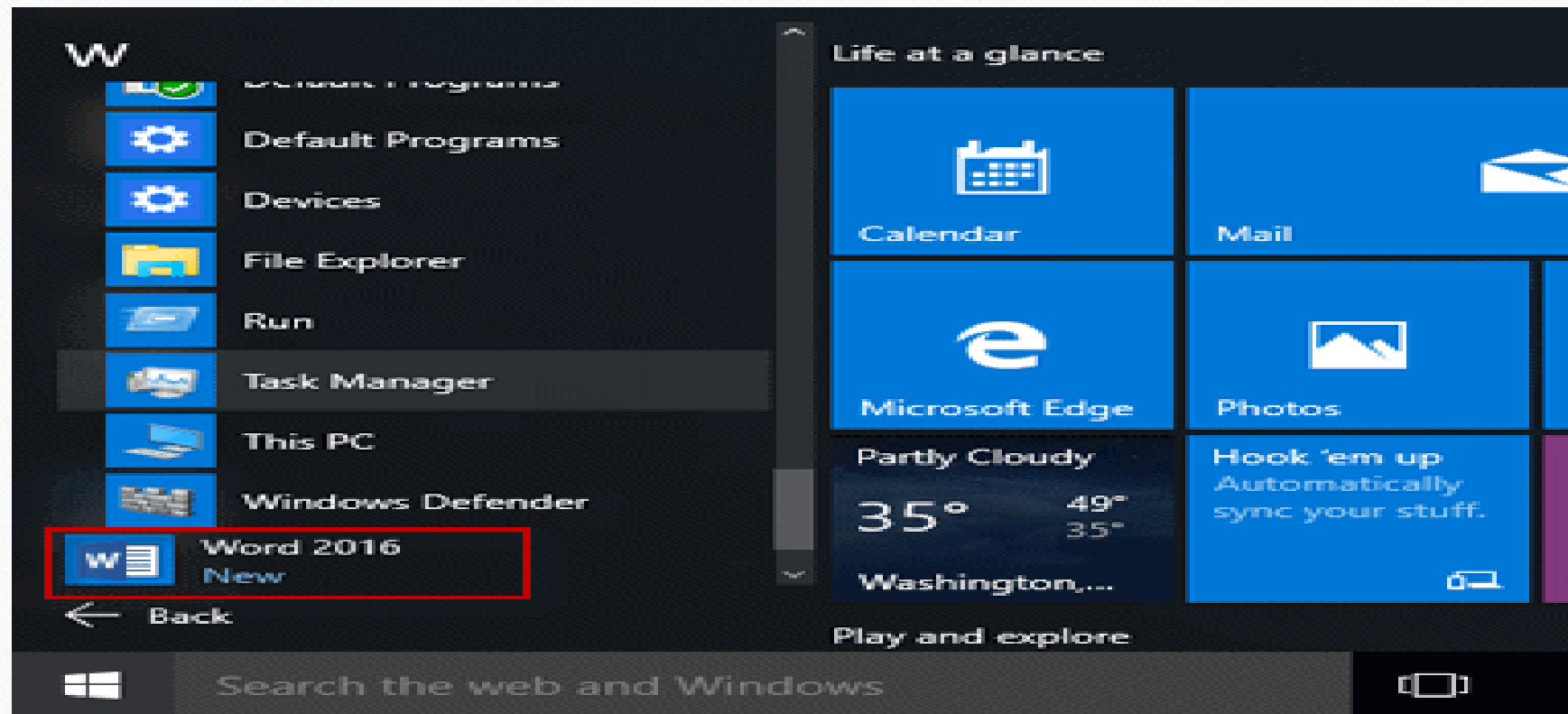
Window and Ribbon Features

The screen shot below displays the primary components of the Word 2019 interface.

Quick Access Toolbar

Title bar

File tab

Ribbon

Ribbon Collapse

Horizontal ruler

Insertion point

Scroll bar

Document window

Vertical ruler

Status bar

View Options

Zoom slider

AutoSave

Document1 - Word

Franklin, Vernon

File Home Insert Design Layout References Mailings Review View Help Acrobat Search

Share Comments

Calibri (Body) 11

AaBbCcDd AaBbCcDd AaBbCc AaBbCcC

Find
Replace
Select

Create and Share Adobe PDF

Request Signatures

Dictate

Paste

B I U

1 Normal 1 No Spac... Heading 1 Heading 2

Clipboard Font Paragraph Styles Editing Adobe Acrobat Voice

Page 1 of 1 0 words

Display Settings Focus

The table below consists of definitions for the Microsoft Office features.

	Term	Description
1	**Quick Access Toolbar**	Displays quick access to commonly used commands.
4	**File Tab**	The File tab has replaced the Office button in 2007. This area is called the Backstage which helps you to manage the Microsoft application and provides access to its options such as Open, New, Save As, Print, etc.
2	**Ribbon Tab**	Title or name of the specific Ribbon.
3	**Ribbon**	Displays groups of related commands within tabs. Each tab provides buttons for commands.
5	**Group**	Contain category of command buttons.
6	**Show Dialog Box**	Show additional options.

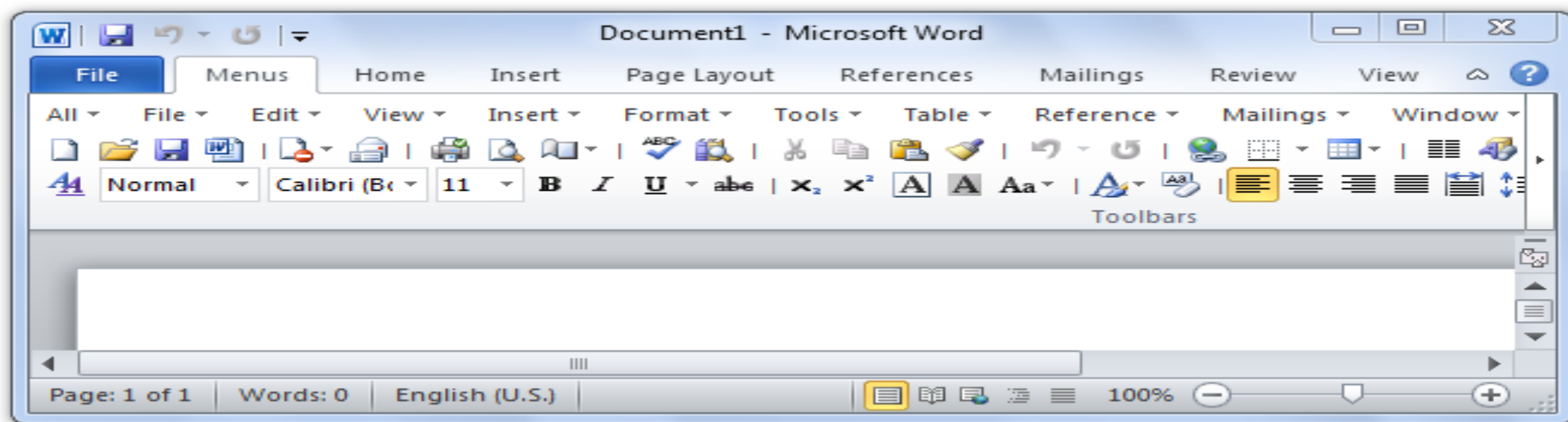**Difference of Tools Menu between old version Word and new Word**

Microsoft Word 2019 uses **Tabs** instead of menus to organize various functions. In addition, command buttons have been placed in a **Group** within the **Ribbon**. The **Dialog Box Launcher** in a group shows additional options.
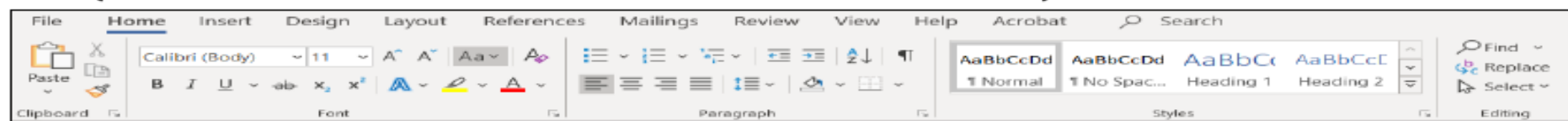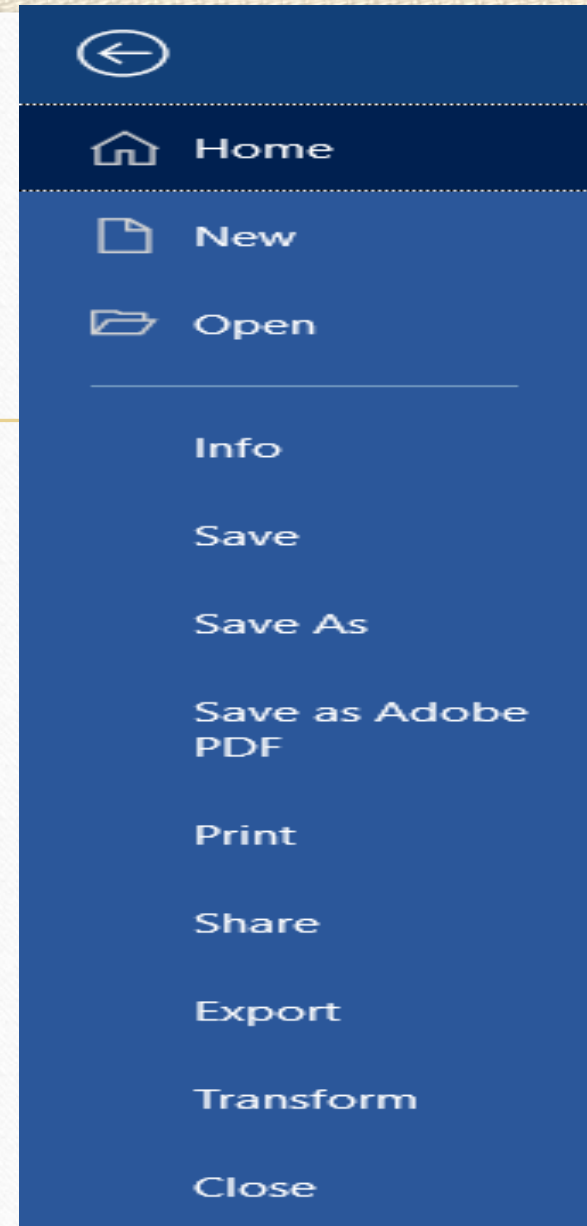
File Tab

The **File** tab provides you with the **Backstage** that provides information pertaining to your document and options to help setup your window defaults. The Backstage also contains standard commands such as, **Home**, **Save**, **Save As**, **New**, **Print**, etc.
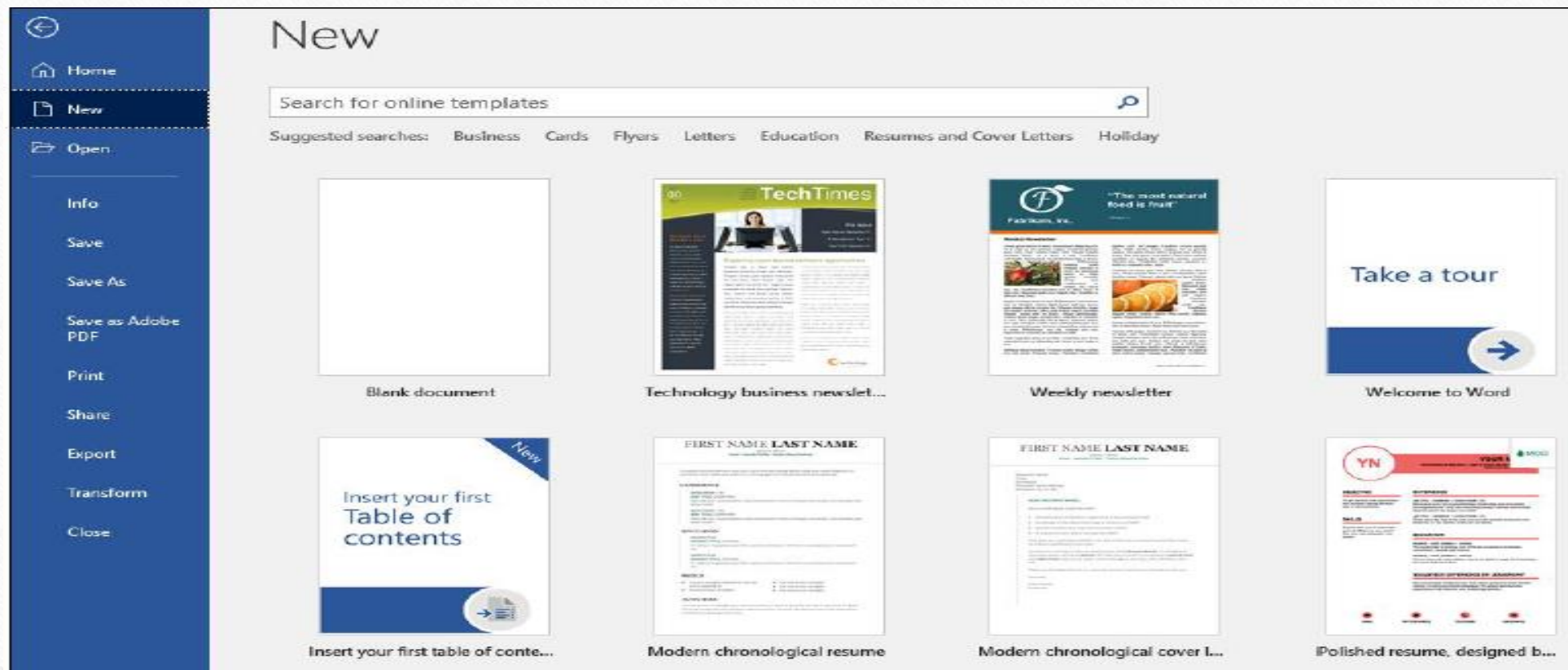
Templates

Microsoft Office has a variety of predesigned templates within specific categories.
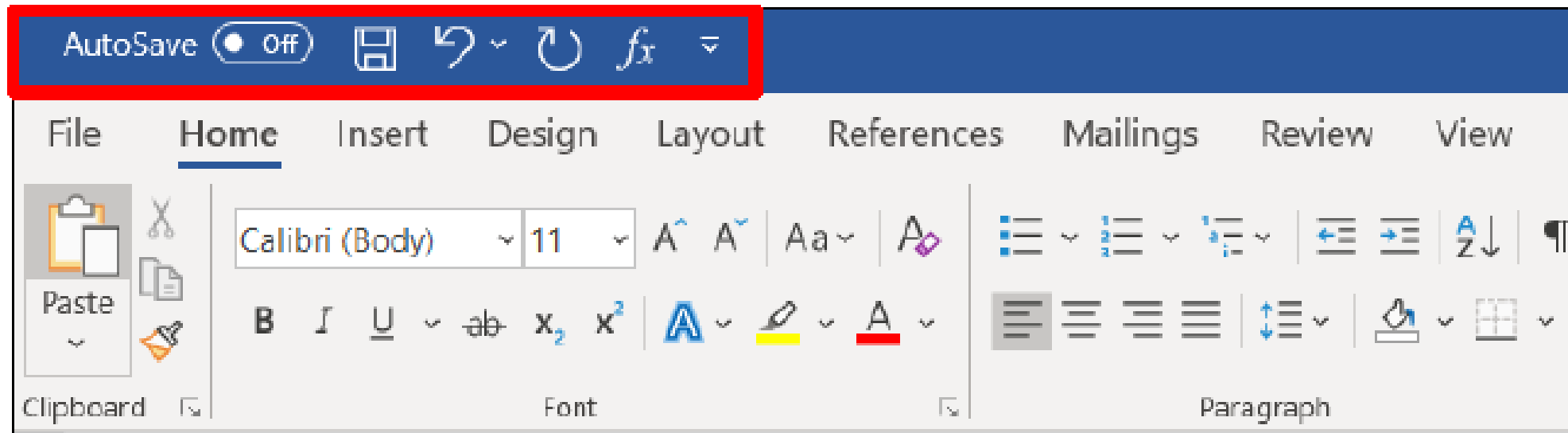
Open Templates

1. Select the **File** tab, and then click on the **New** option.

2. The **Available Templates** window will appear.

Quick Access Toolbar

Microsoft Word 2019 has a **Quick Access Toolbar**, so you can have quick access to your most used commands.

Add Commands

1. To add your most used commands to the **Quick Access Toolbar**, click on the drop-down arrow next to the **Quick Access Toolbar**.
2. The **Customize Quick Access Toolbar** option panel will appear.
3. Click on your desired command option to be placed on the **Quick Access Toolbar**.

Customize Quick Access Toolbar

New

Open

✓ Save

Email

Quick Print

Print Preview and Print

Spelling & Grammar

✓ Undo

✓ Redo

Draw Table

Touch/Mouse Mode

More Commands...

Show Below the Ribbon

Save a document

Save your document to OneDrive so you can get to it from anywhere – at work, at home, or on the go. Or save to another location, like your desktop.

1- On the File tab, select Save As or Save a Copy.

2- In the Save dialog, select OneDrive.

3- Update the name and file type if you want, and select Save file button in the save dialog Save.

4- Save personal files to OneDrive - Personal, and work files to your company OneDrive or SharePoint site.

5- Select Browse, and navigate to any location including the Desktop.

6- Enter a name, and select Save file button in the save dialog Save.

**note : When you save to OneDrive or SharePoint, all your changes are saved automatically. You can turn AutoSave on or off on the Quick Access Toolbar, either above or below your ribbon.

Selection and Editing Text

There are multiple ways to select and edit text to entire paragraphs at once.
* Click and drag across the text you want to select. You can select any amount of text with this method, from a single character to your entire document.
* Press and hold down the Shift key, and move the insertion point either. with your mouse or the arrow keys to select text.
*Double-click a single word to select it.
* Press the Ctrl key and click on a sentence to select it.
*Triple-click in a paragraph
*Press Ctrl + A to select everything in the document.

Keyboard to select Text

To select this	Press this
A character at a time to the right of the insertion pointer	Shift+→
A character at a time to the left of the insertion pointer	Shift+←
A block of text from the insertion pointer to the end of the line	Shift+End
A block of text from the insertion pointer to the beginning of the line	Shift+Home
A block of text from the insertion pointer to a line above	Shift+↑
A block of text from the insertion pointer to a line below	Shift+↓

Keyboard to select Text

Press the F8 key twice to select current word on which insertion pointer is
• Press the F8 key three times to select the current sentence
• Press the F8 key four times to select the current paragraph as a block of text
• Press the F8 key five times to select the entire document (top to bottom)
• Irrespective of number of times F8 key is pressed, Word will be still in Extend Selection mode.
Esc to cancel

Cut, copy, and paste

* Cut : Select Cut Click Cut Word or press Ctrl + X.

* Copy : Select Copy Click Copy Word or press Ctrl + C.

* Paste : Select Paste Click Paste Word or press Ctrl + V.

Note: Paste only uses your most recently copied or cut item.
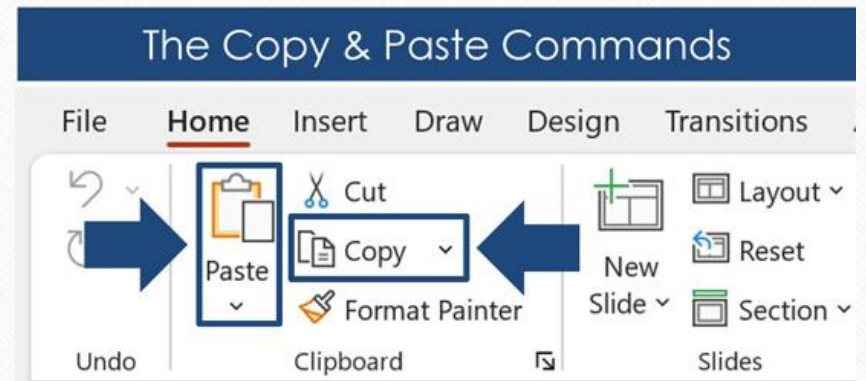
Save a document

- Click on Save button 💾 on the formatting toolbar (or)

- Click on the Save option from the File menu

- The Save As dialog box appears It's a good idea to give the new document a name and save it as soon as we create it

Previewing a Document for Printing

- If you need to print your document on a variety of different paper sizes, you may need to define the page size and orientation of the paper.

- To define the Page Size, follow these steps:

  1. Click the Layout tab.

  2. Click the Size icon in the Page Setup group.

  3. Click the page size you want.

Page Orientation

1. Click the Layout tab.

2. Click the Orientation icon in the Page Setup group.

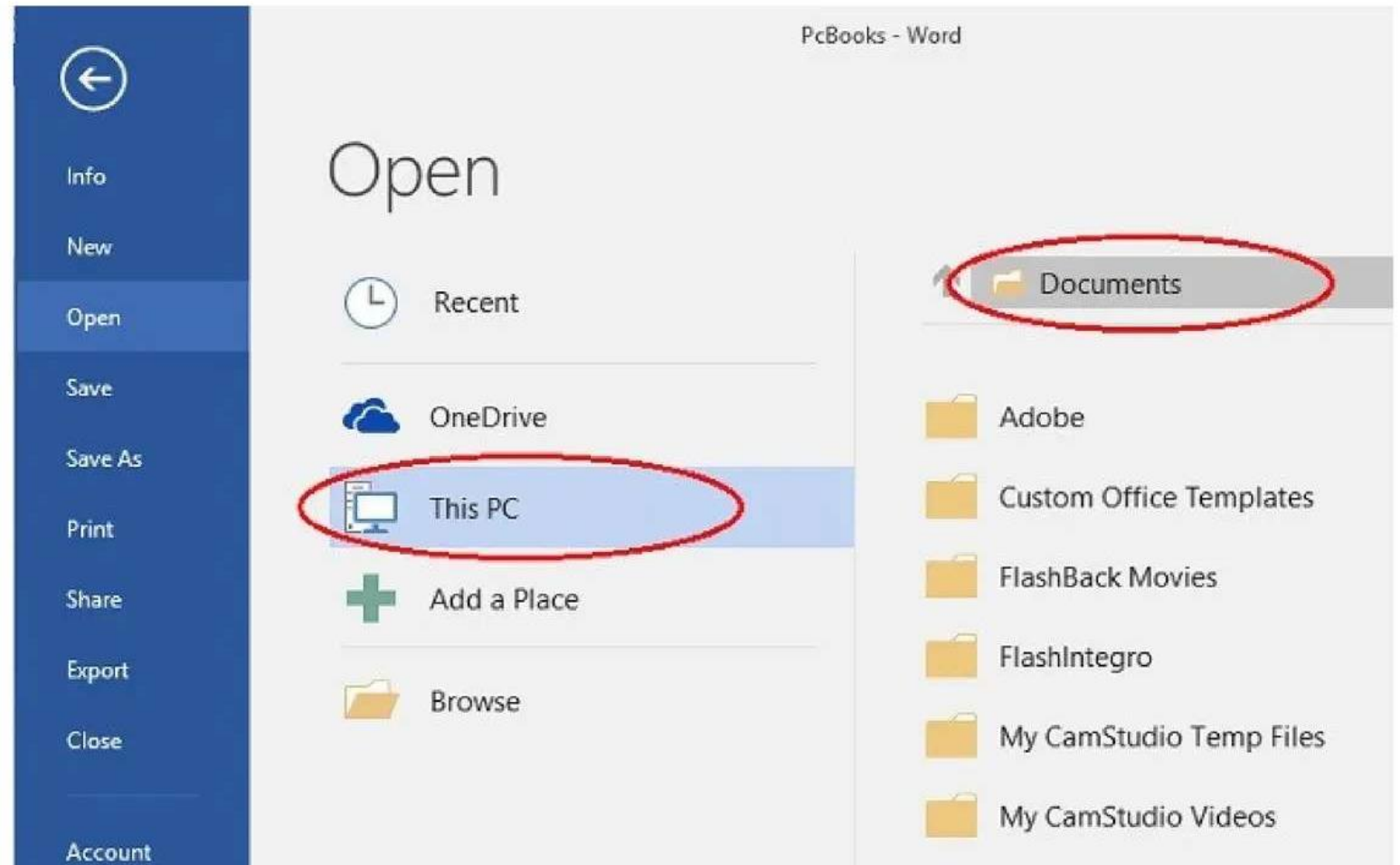3. Click either Portrait or Landscape orientation.

Print Preview

1. Click the File Tab to display the backstage view

2. Click on Print. The print page is displayed and you'll see a preview of your document on the right
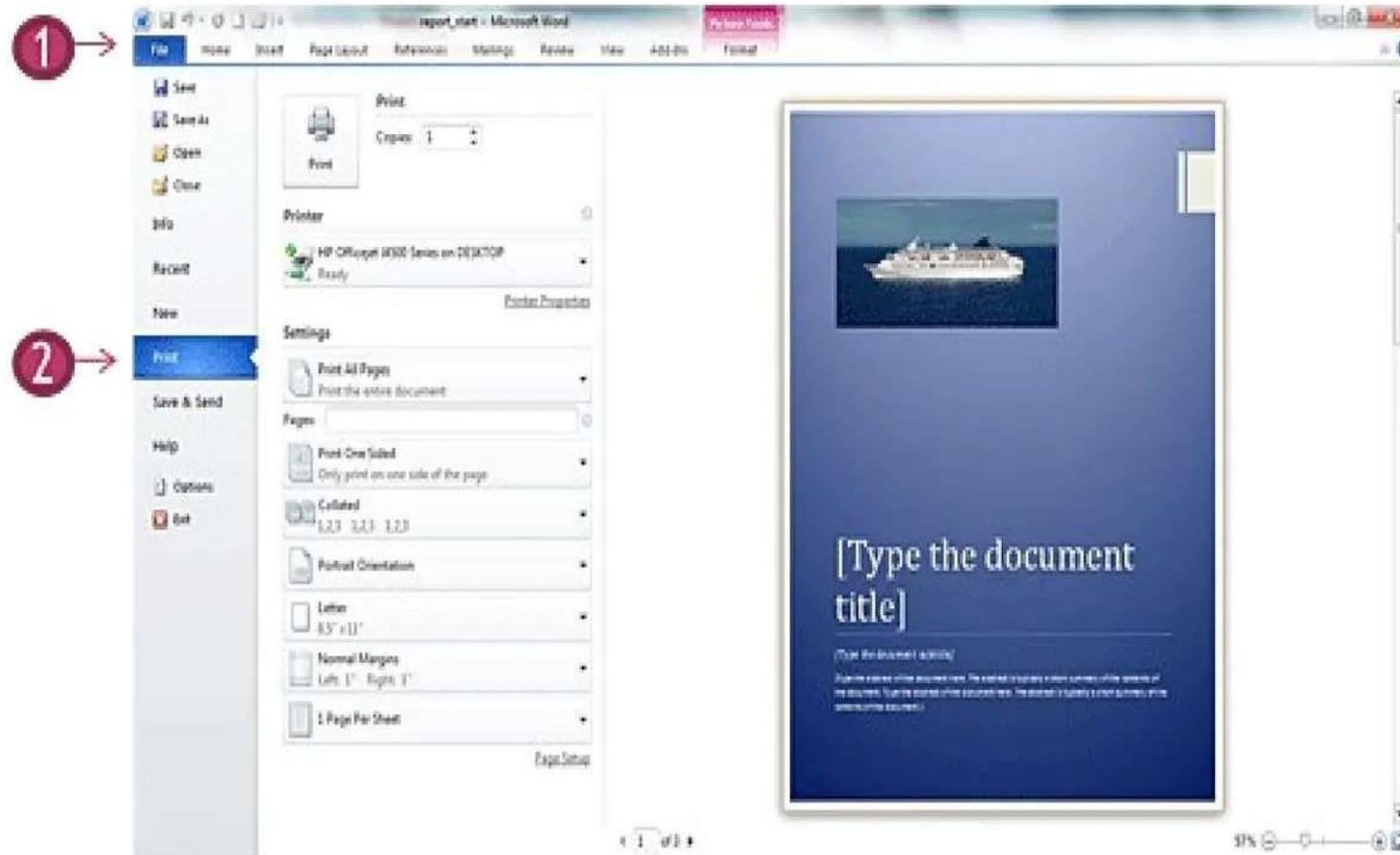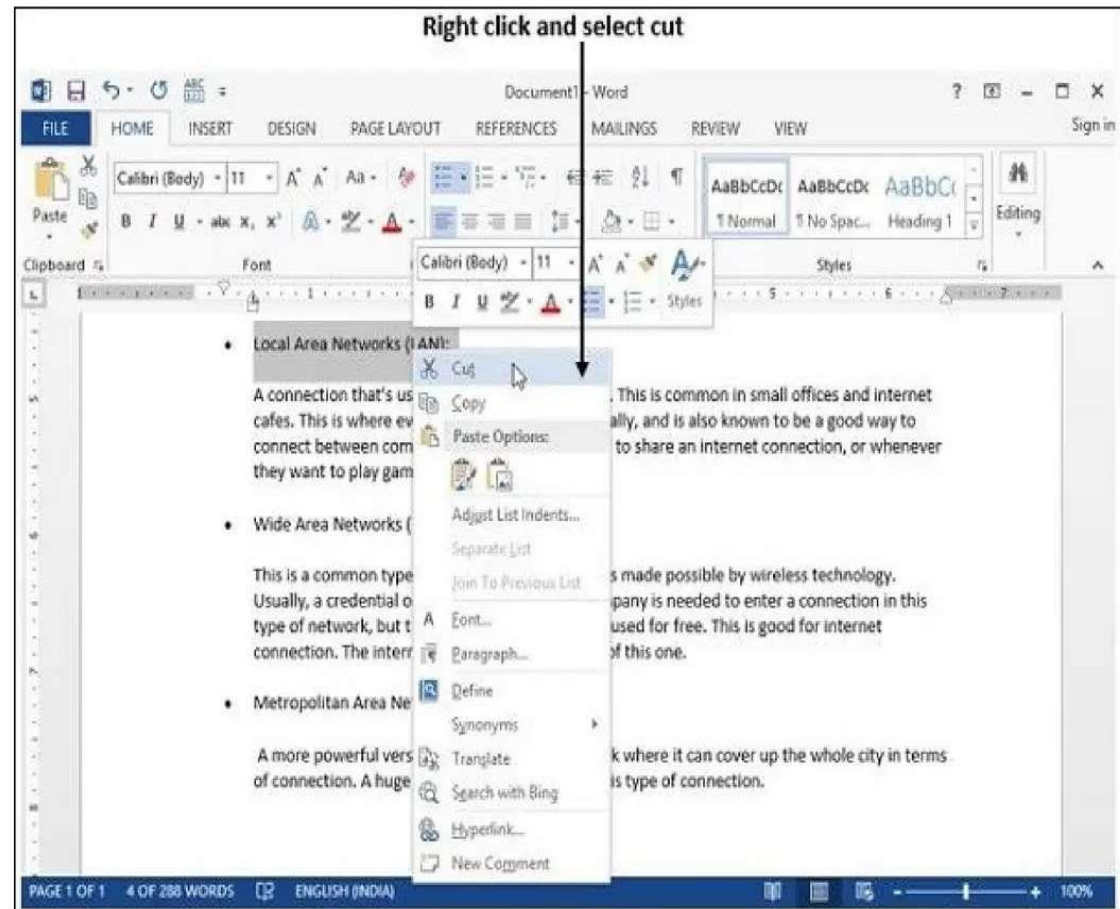
Open an Existing Document
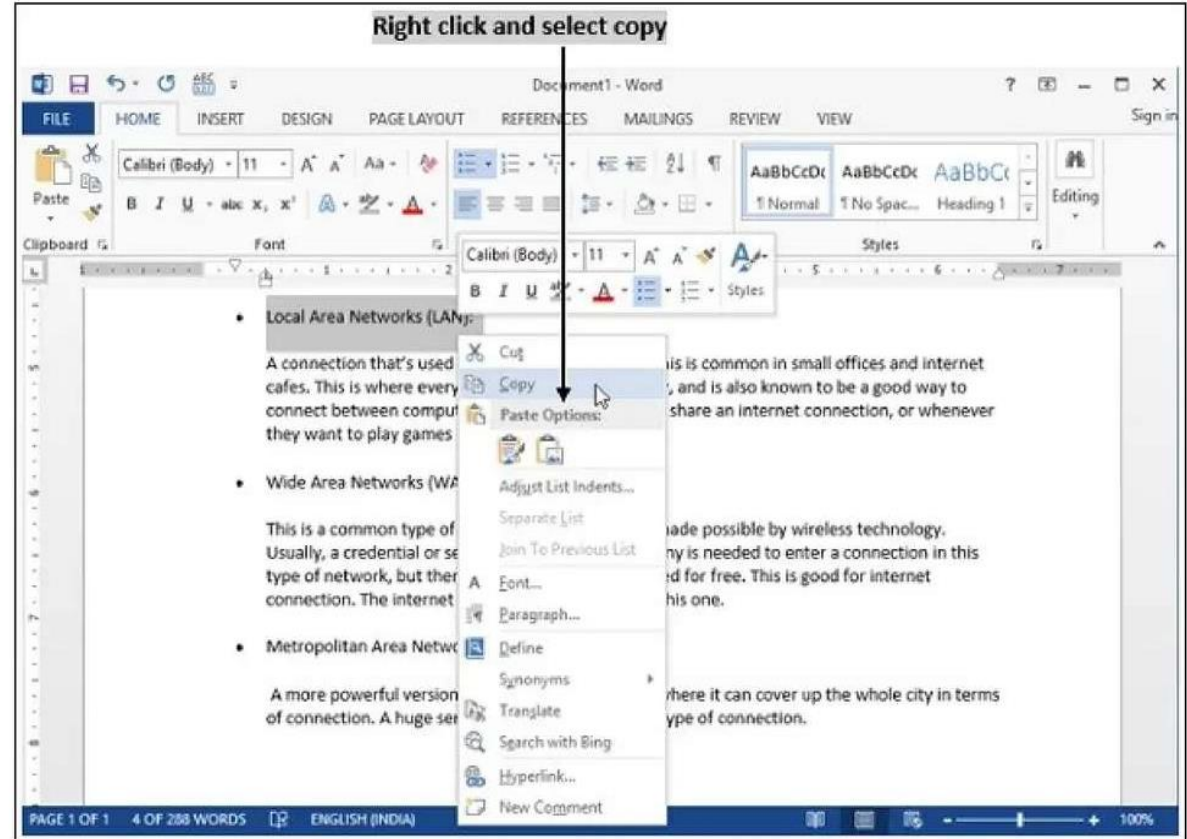
3. Click on *This PC* and then *Documents*

Cut the text

1. To cut, Right Click → Cut.

2. The shortcut key is "Ctrl + X".

Copy the text

1. When we need to retype the same content, we can use the copy option to save time and effort.

2. By using copy option, you can copy the text from one location to another.

3. To copy, Right Click → Copy.

4. The shortcut key is "**Ctrl + C**".

Paste the text

1. Select your text and then copy it..

2. Use mouse to move the cursor to desired position to paste the copied text.

3. Click paste to insert the copied text in its new place.

4. You can paste clipboard information as often as you like.

5. To paste, Right Click → Paste.

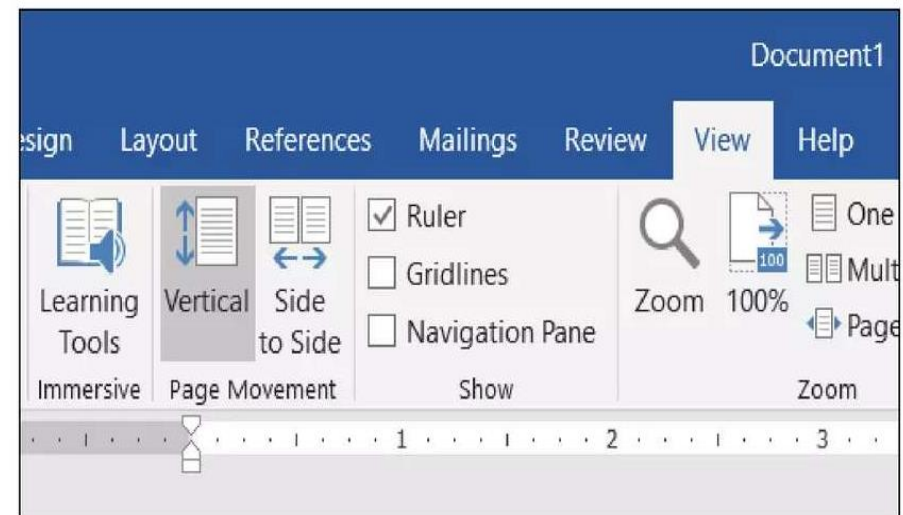6. The shortcut key is "**Ctrl + V**".
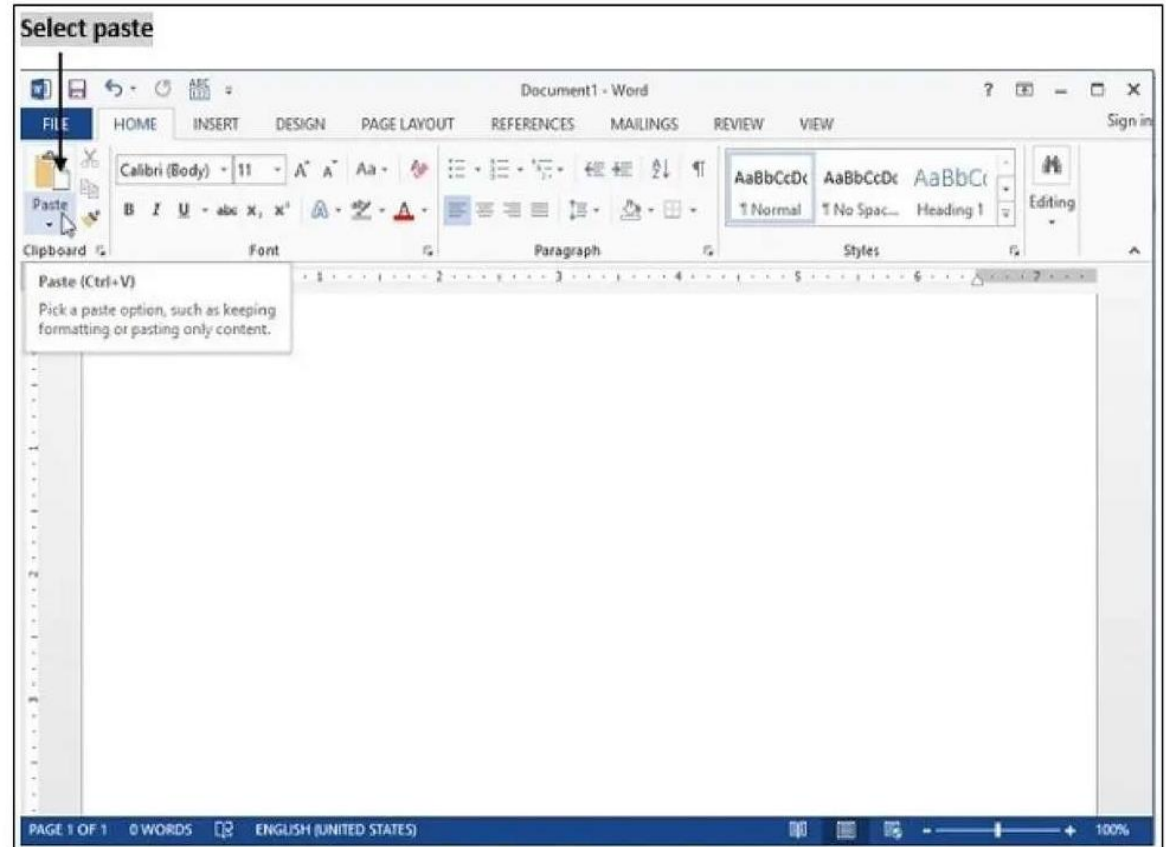
Ruler

- The Ruler is located at the top and to the left of you document. It makes it easier to adjust you document with precision. If you want, you can hide the Ruler to create more screen space.
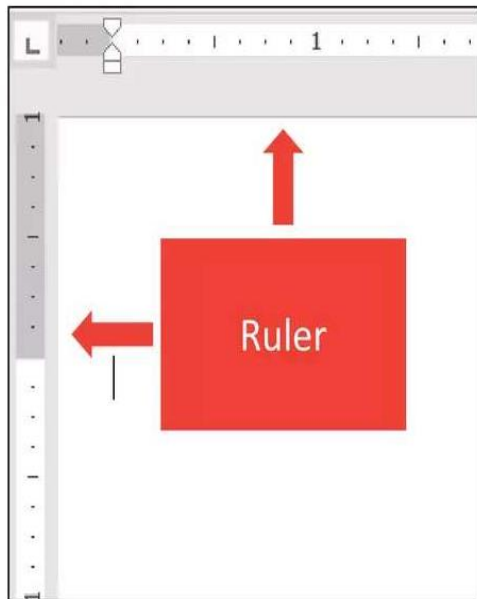
- To show or hide the Ruler:
    1. Click the view tab.
    2. Click the check box next to Ruler show or hide the ruler.

Changing font color
To change the font color in a Microsoft Word document, follow the steps below.
1.Highlight the text you want to change.
2.Click the down arrow next to the color icon on the formatting bar or Ribbon. It is usually displayed as the letter "A" with a red underline.
3.After clicking the down arrow, select a color for the text.

Changing font size
To change the font size in a Microsoft Word document, follow the steps below.
1.Highlight the text you want to change.
2.Click the down arrow next to the size box on the formatting bar or Ribbon to enlarge or reduce the font size. The default font size is usually 11 or 12.
3.After clicking the down arrow for the size, you see a list of predesignated sizes to select. Some fonts do not scale appropriately to have limited size options.
4.You can also change the font size by clicking and highlighting the current default size. In the picture above, the default is 11. Once highlighted, you can type in a number. For example, to use font size 100, you can type in that number rather than choosing a preset number from the list.
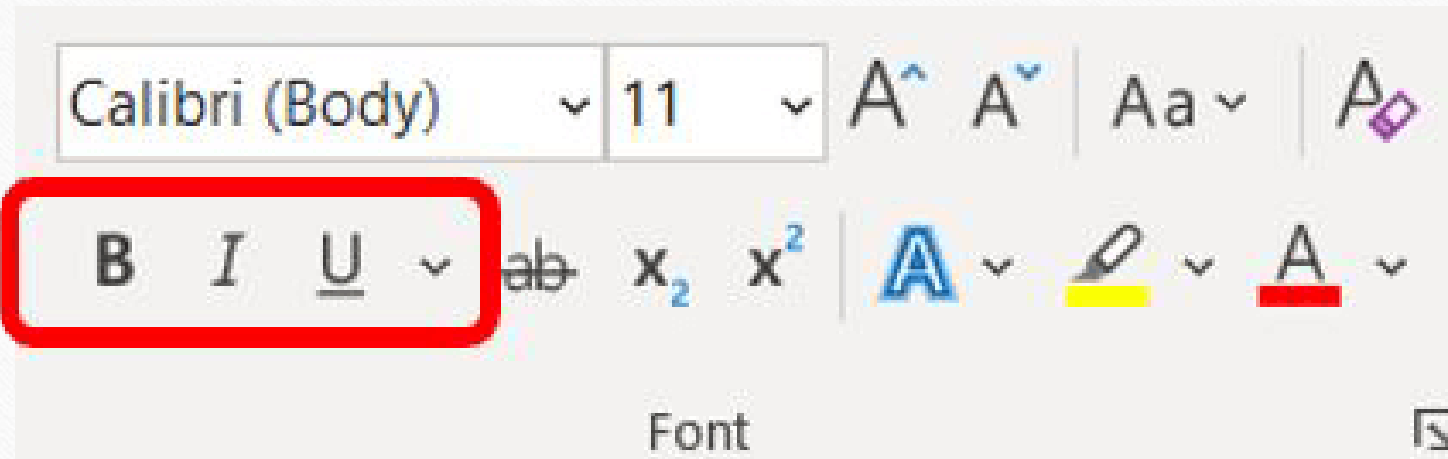
Changing font style

To change the font style, including bold, italic, and underline, follow the steps below in a Microsoft Word document.

1.Highlight the text you want to change.

2.Click the B, *I*, or U option on the formatting bar or Ribbon to change the text to bold, italic, or underlined.

3.After clicking the B, *I*, or U option, the text changes to the selected font style.

Note: Alternatively, use the keyboard shortcuts Ctrl+B for bold, Ctrl+I for italic, and Ctrl+U for underline.

Changing font type

To change the font type in a Microsoft Word document, follow the steps below.

1.Highlight the text you want to change.

2.Click the down arrow next to the font field on the <u>formatting bar</u> or <u>Ribbon</u>.

3.After clicking the down arrow for the font, select the desired font from the list of installed fonts on your computer, like Arial, Calibri, and Times New Roman.
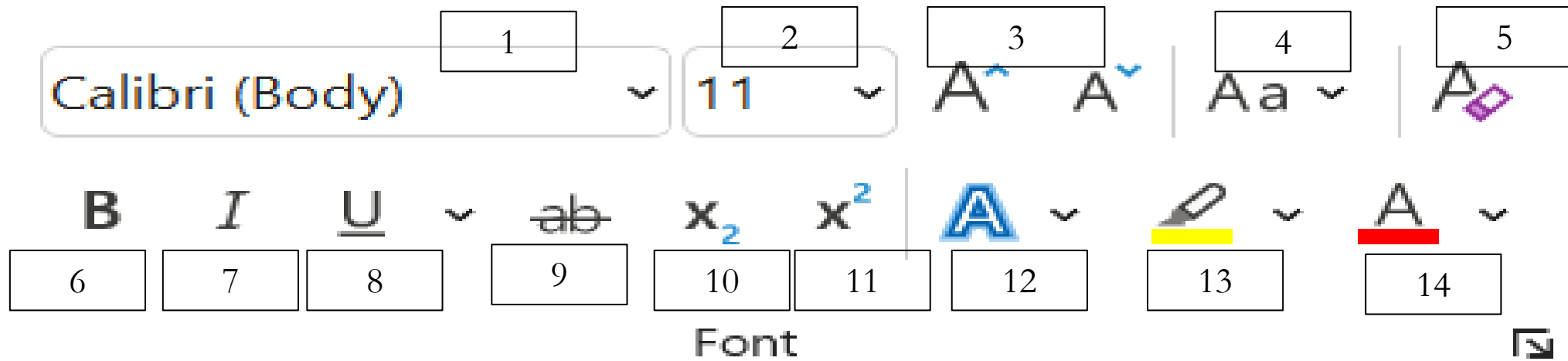
1- **Font** - (Ctrl + Shift + F). Provides A List Of All The Available Fonts (Based On Your Current Printer Selection).

2- **Font Size** - (Ctrl + Shift + P). Lets you adjust the character size (based on your current printer selection).

3- **Increase Font Size** - (Ctr + Shift + >). Increases the font size of the current selection to the next larger size in the Font Size box.

Decrease Font Size - (Ctrl + Shift + <). Decreases the font size of the current selection to the next smaller size in the Font Size box.

4-**Change Case** - Drop-Down. Changes the selected text to either uppercase, lowercase or another type of capitalisation. The drop-down contains the commands: Sentence Case, Lowercase, Uppercase, Capitalize Each Word and Toggle Case.

5- Clear All Formatting - (Ctrl + Spacebar). Clears all the formatting from the current selection.

6- **Bold** - (Ctrl + B). Toggles bold on the current selection.

7- **Italic** - (Ctrl + I). Toggles italics on the current selection.

8- **Underline** - (Ctrl + U). Button with Drop-Down. The button toggles bold on the current selection. The drop-down contains the commands: Underline, Double Underline, Thick Underline, Dotted Underline, Dashed Underline.

9- **Strikethrough** - Draws a line through the middle of the selected text.

10- **Subscript** - (Ctrl + =). Converts the selection to small letters below the text baseline.

11- **Superscript** - (Ctrl + Shift + +). Converts the selection to small letters above the text baseline.

12 **Text Effects and Typography** - Drop-Down. Apply text effects such as Outline, Shadow, Reflection, Glow, Number Styles, Ligatures and Stylistic Sets.

13- **Text Highlight Color** - Button with Drop-Down. Shades the background behind the current selection.The drop-down contains the commands: No Color and Stop Highlighting. For more details please refer to the Characters > Text Highlight page.

14- **Font Color** - Button with Drop-Down. The button changes the colour of the font of the current selection. The drop-down contains the commands: Automatic, Theme Colors, Standard Colors and More Colors.
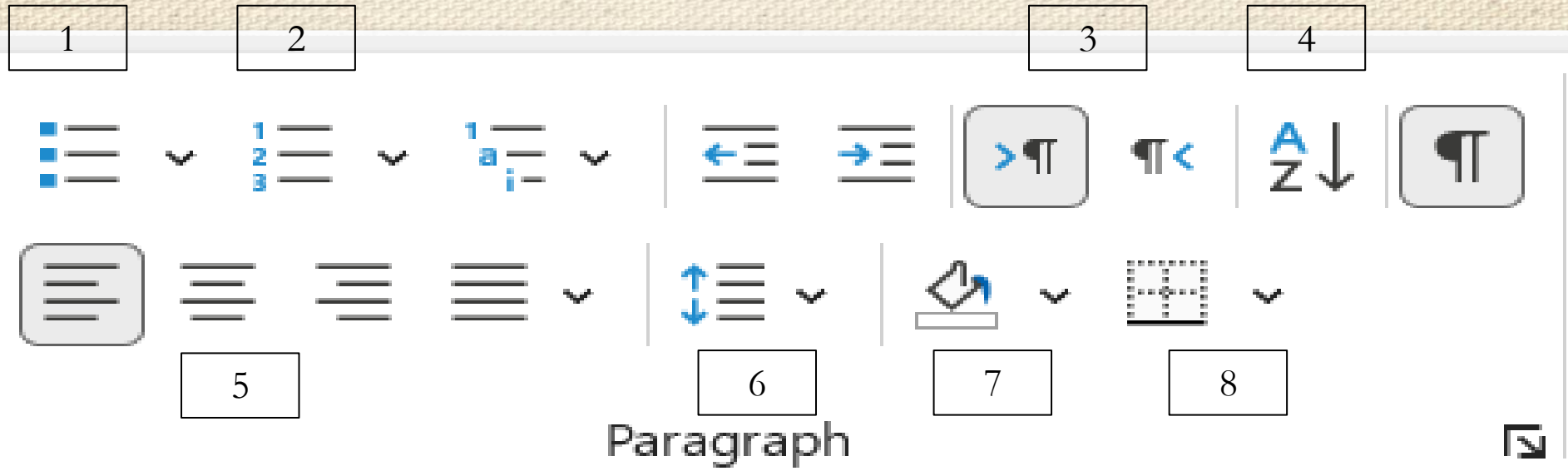
1- Bullets – Creates a list with bullets.

2- Numbering – Makes a list with numbers.

3- right to left text direction – left to right text direction

4- Sort – Organizes data in alphabetical order.

5- Align Left – Text is aligned with the left margin.

Center – Text is centered in the document.

Align Right– Text is aligned with the right margin.

6- Line and Paragraph Spacing – Modifies the distance between lines and paragraphs.

7- Shading – Changes the background color of the text.

8- Borders – Creates lines surrounding text.
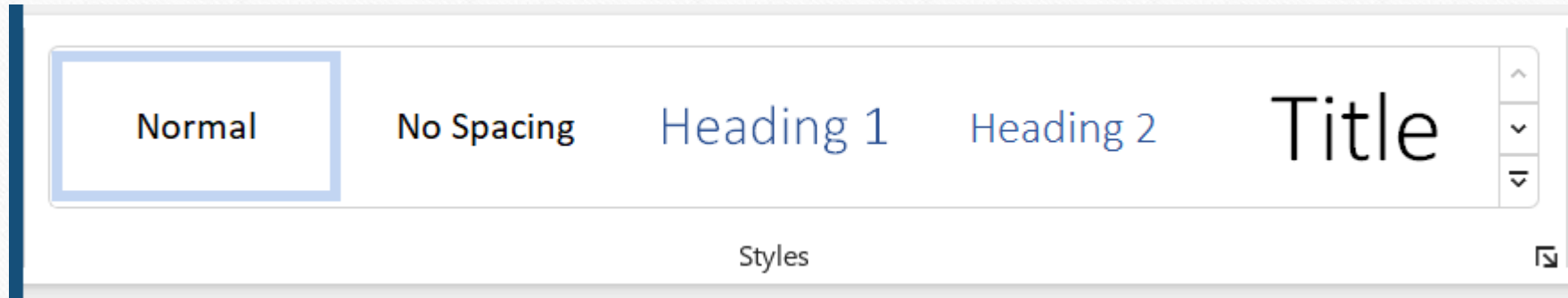
Styles

The **styles group** is found on the Home Tab, contains a collection of quick styles.
•**Page Formatting Styles** – Creates various styles and previews them in the text.
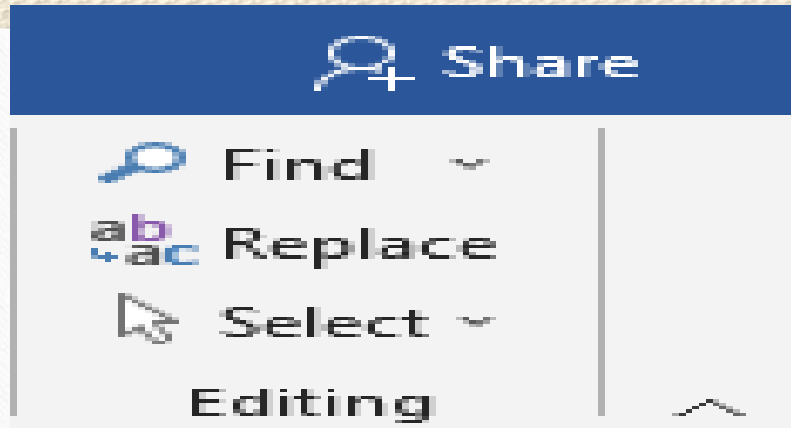
Editing

The **Editing Group** is located at the far right end of the Home Tab. There are three options for the Editing Group, two of which are drop-down menus. Commands in **editing group** includes the following:
•**Find** – Locates words within a document.
•**Replace** – Searches the document for text to replace.
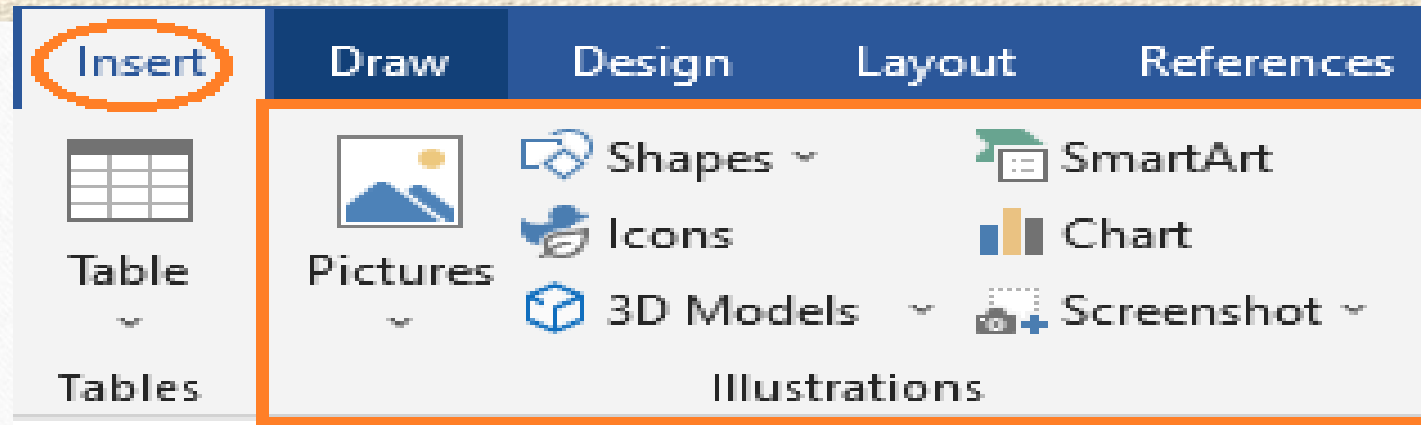•**Select** – Selects all or a portion of the document's text.
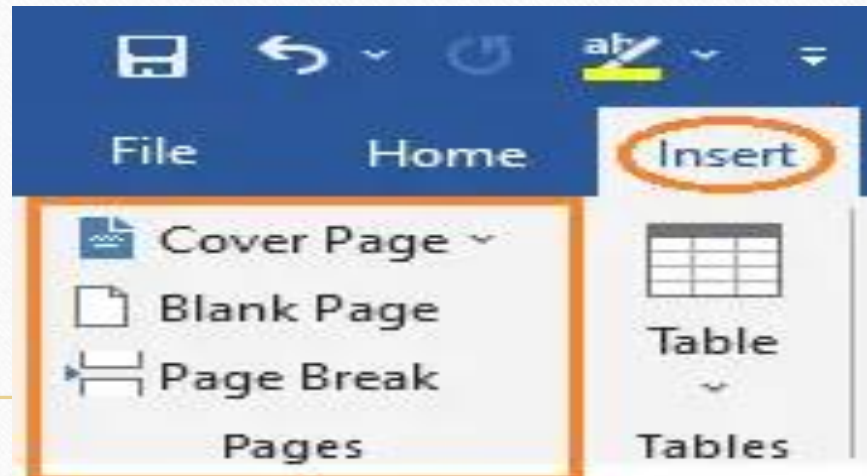
* Cover Page – Creates a document's cover page.

* Blank Page – Inserts a blank page anywhere specified in the document.

* Page Break – Where specified, ends the current page and moves the remaining text to the next page.

Tables

•**Table** -Creates a new table or inserts an existing table into the document.
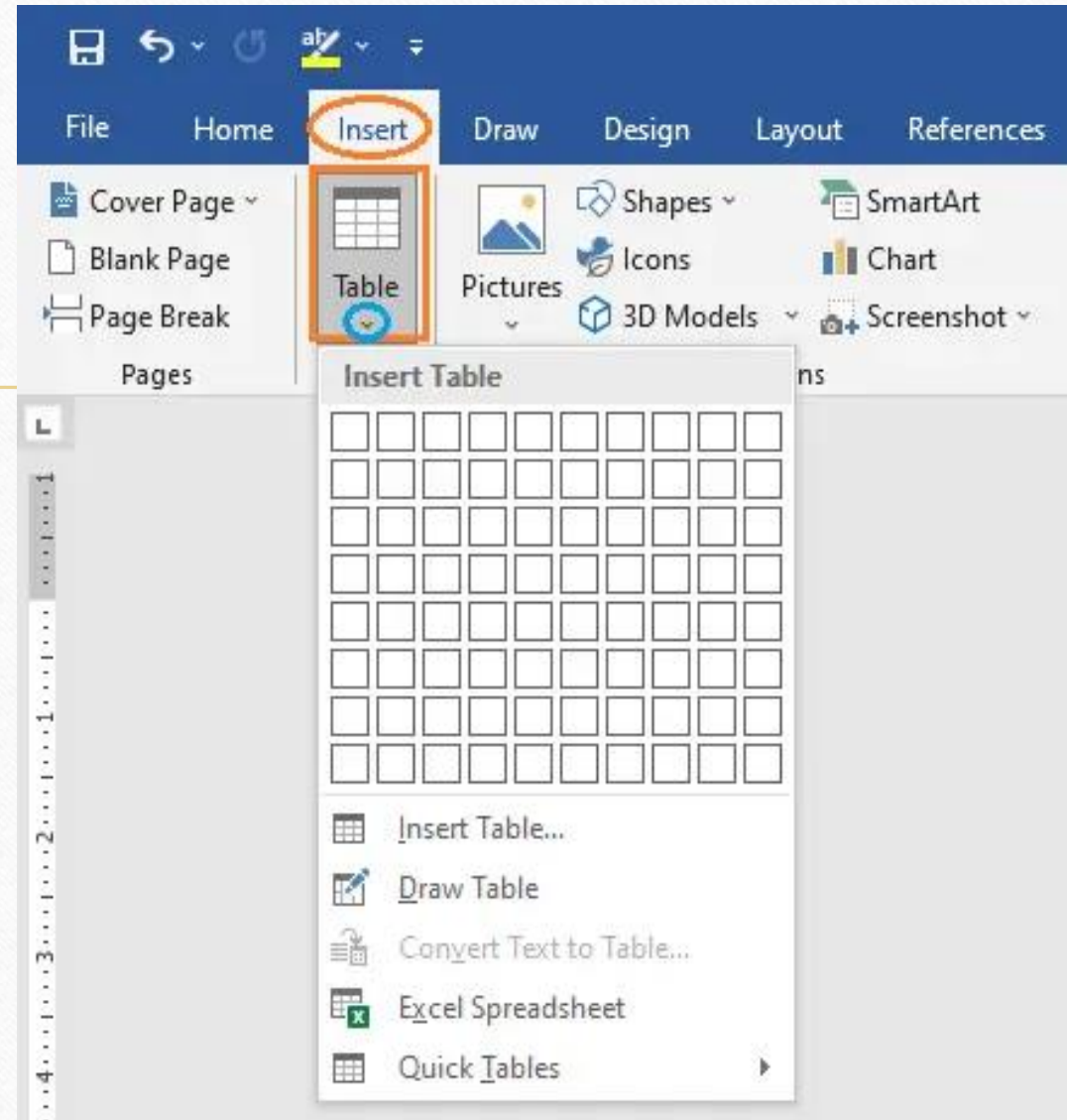
Illustrations

Here are list of commands under **Illustrations group**. By clicking on the dialog box launcher in the bottom right corner of this group other option will display.

•**Pictures** -Inserts photos in your document.

•**Shapes** – Add shapes to your document..

•**Icons** – This function inserts icons into your document.

•**3D Models** – Adds a 3D model to your document.

•**SmartArt** – In your document, inserts a SmartArt graph or list.

•**Chart** – This function generates a chart to display your data.

•**Screenshot** – This function inserts a screenshot into your document.
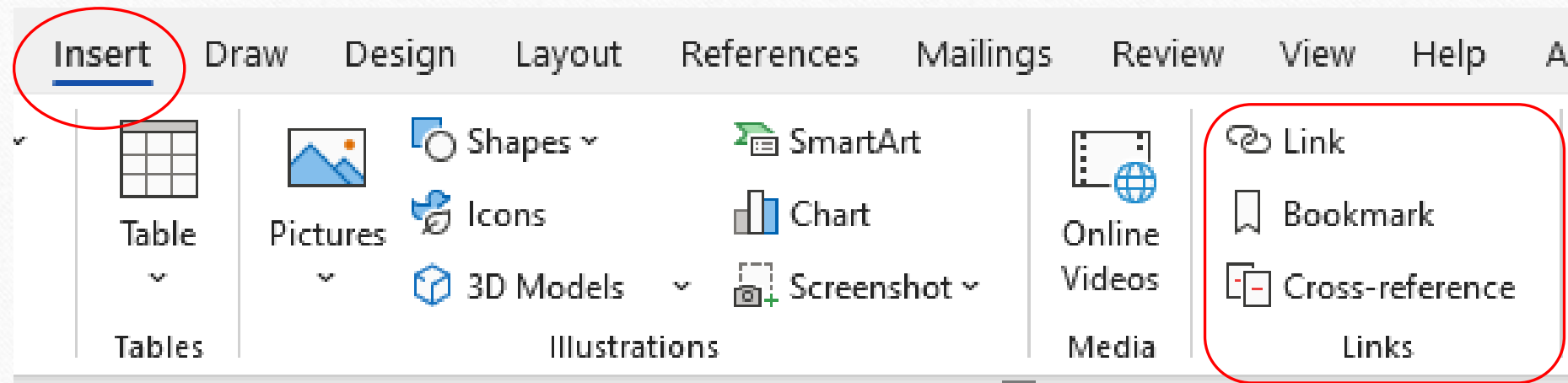
Links

•**Link** – Inserts a link for web pages in your document.

•**Bookmark** – Creates a specific spot in your document that can be jumped to without having to scroll.

•**Cross-reference** – Refers to a specific place in the document, such as a heading or table.
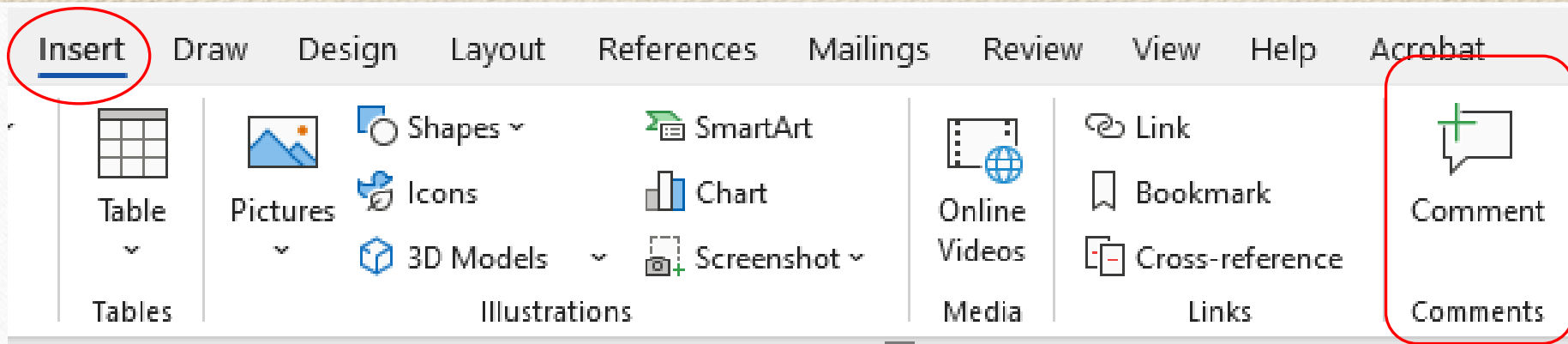
Comments

Comments can be added to a document that do not change the document.
Adds notes in specific places in the document.
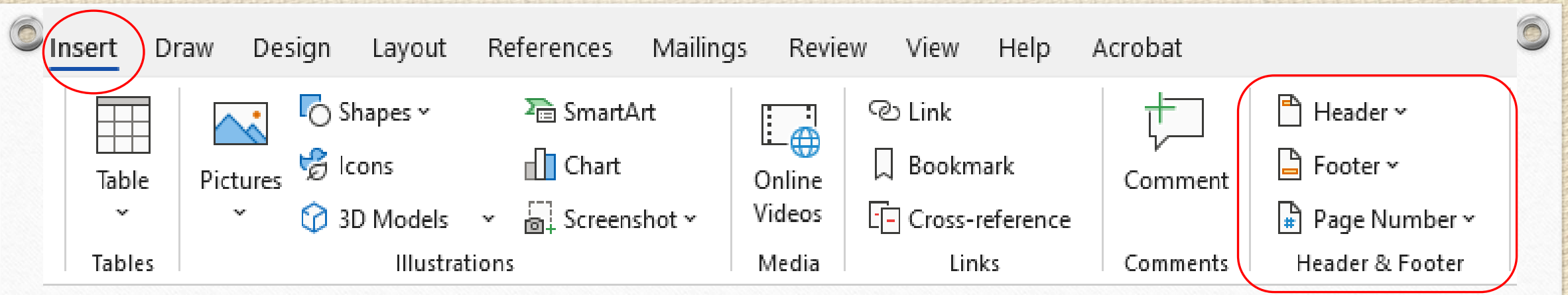
Header & Footer

Headers and footers are at the top and bottom of the document. They are separate from the main document and are often used to hold footnotes, page numbers, titles, and other information. The available commands in **Header & Footer** includes the following.

•**Header** – Adds repeat content to the top of every page in the document.

•**Footer** – Adds repeat content to the bottom of every page in the document.

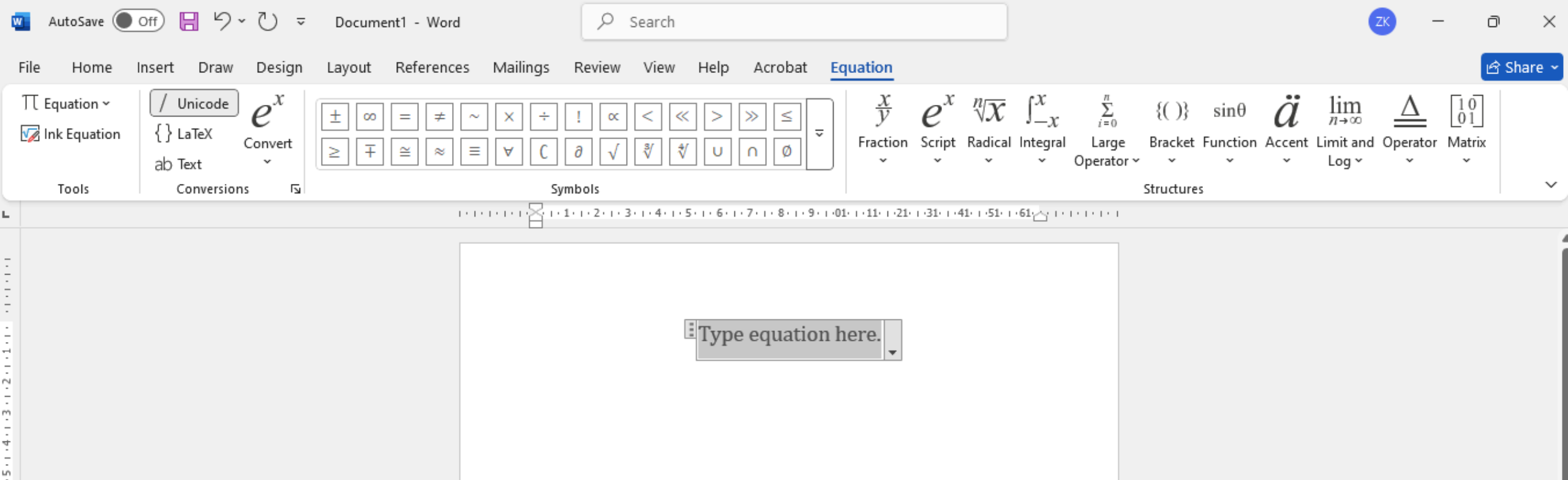•**Page Number** – Adds page numbers to each page of your document.
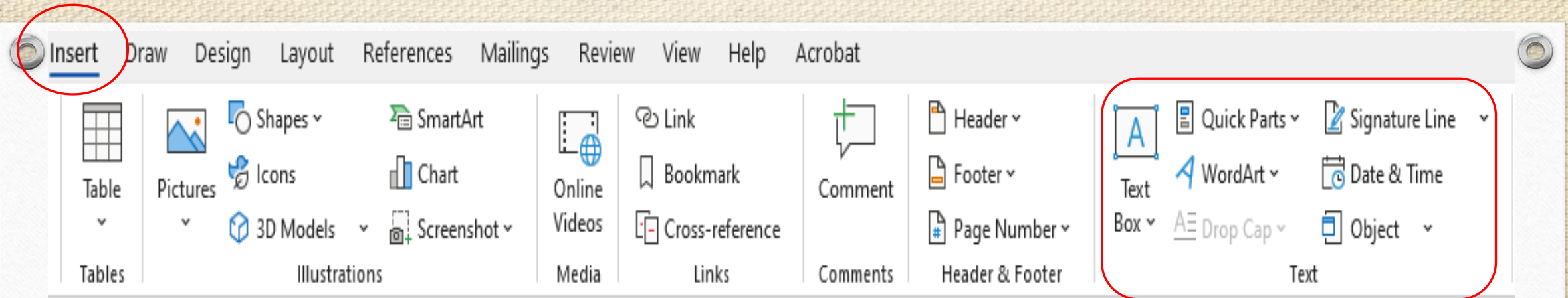
Text

* Text Box – Adds a custom text box that draws emphasis to the text.

* Quick Parts -Inserts text or formatting that has been previously saved into a document.

* WordArt – Adds aesthetic flourishes to this box's text.

* Drop Cap – This box's text is enhanced with creative flourishes.

* Signature Line – The signature line is added to the document.

* Date & Time – Options for adding the date and time to the document.

* Object – Adds an additional document or chart to the current document.
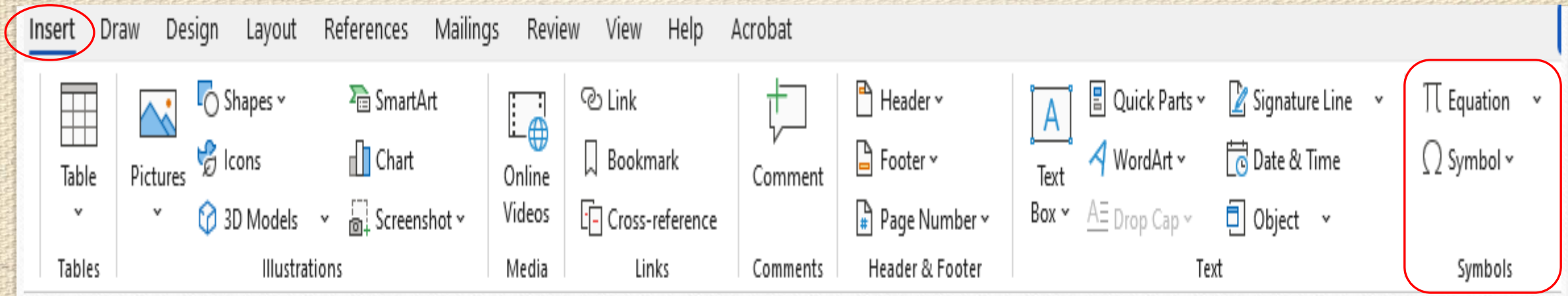
Symbols

• **Symbol** – Adds symbols to the document, such as currency and trademark.
• **Equation** – Adds mathematical equations to the document.

File   Home   Insert   Draw   Design   Layout   References   Mailings   Review   View   Help   Acrobat   **Equation**   Share ✕

∏ Equation ⌄
☑ Ink Equation

/ Unicode
{ } LaTeX
ab Text

e^x
Convert ⌄

± ∞ = ≠ ~ × ÷ ! ∝ < ≪ > ≫ ≤
≥ ∓ ≅ ≈ ≡ ∀ ∁ ∂ √ ∛ ∜ ∪ ∩ ∅

$\frac{x}{y}$
Fraction ⌄

e^x
Script ⌄

$\sqrt[n]{x}$
Radical ⌄

$\int_{-x}^{x}$
Integral ⌄

$\sum_{i=0}^{n}$
Large Operator ⌄

{ ( ) }
Bracket ⌄

sinθ
Function ⌄

$\ddot{a}$
Accent ⌄

$\lim_{n\to\infty}$
Limit and Log ⌄

Δ
Operator ⌄

[1 0]
[0 1]
Matrix ⌄

Tools   Conversions   Symbols   Structures

Type equation here.

Equation - Button with Drop-Down. The button inserts an equation at the current location and then displays the <u>Equation Tools - Design Tab</u>. The drop-down contains the following built-in equations: Area of Circle, Binomial Theorem, Expansion of a Sum, Fourier Series, Pythagorean Theorem, Quadratic Formula. At the bottom are the commands: Insert New Equation and Save Selection to Equation Gallery.
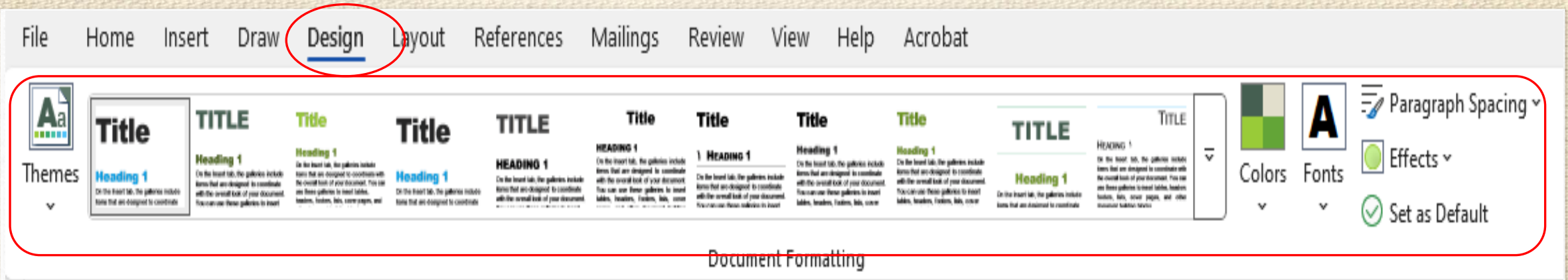
Document Formatting

The commands of Document Formatting group.

* Themes – Adds custom formatting to the document.

* Colors – Changes the entire color palette of the document to a color scheme of your choice.

* Fonts – Changes the font of the document.

* Paragraph Spacing – Changes the line and paragraph spacing of the document.

* Effects – Changes the overall look of objects with shading and other options.

* Set as Default – Sets the current formatting as the default for new documents.
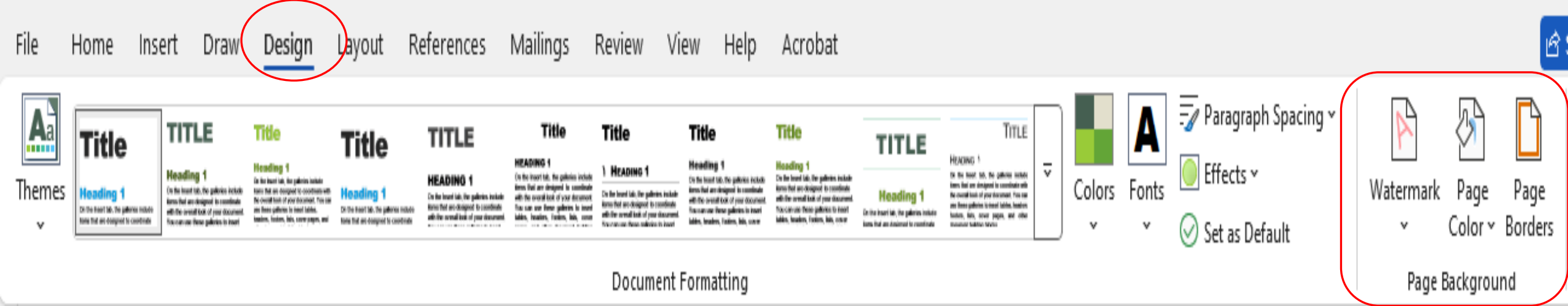
Page background

- **Watermark** – Adds a faint image behind the text of your document.
- **Page Color** – Changes the background color of the document.
- **Page Borders** – Adds a border around the document.
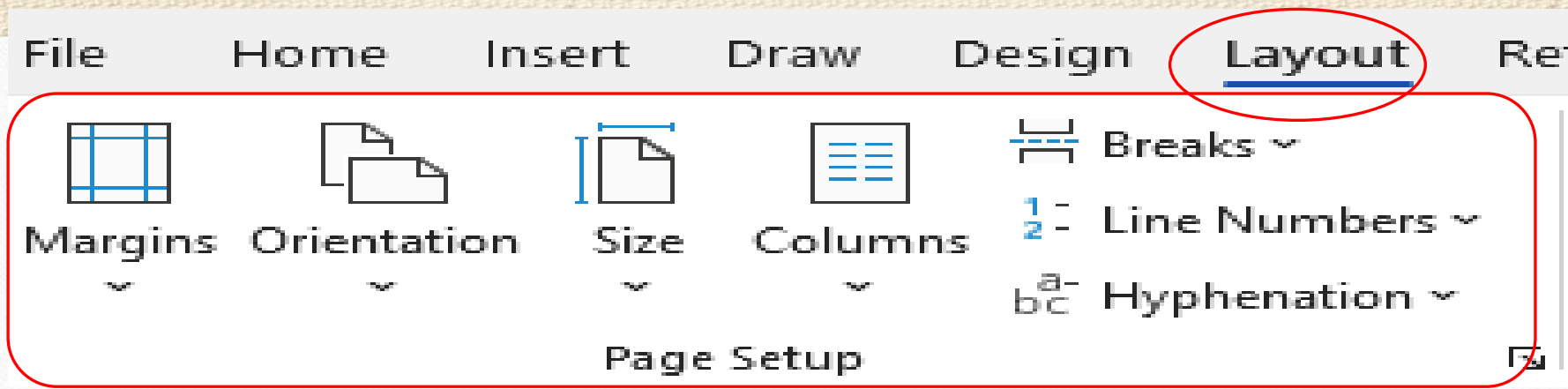
Page Setup

Page setup is a set of rules that control how a printed page looks and is laid out.

•**Margins** – Sets the margin sizes for the document.

•**Orientation** – Changes the orientation of the document to portrait or landscape mode.

•**Size** – Selects the size of paper for printing.

•**Columns** – Splits the page into up to 13 columns.

•**Breaks** – Ends the current page at your desired location, and starts the remainder of the information on the next page.

•**Line Numbers** – Adds numbers to each line for easy reference to a specific location.

•**Hyphenation** – Automatically hyphenates words that extend beyond the end of a line. Hyphenation is placed at syllable boundaries.
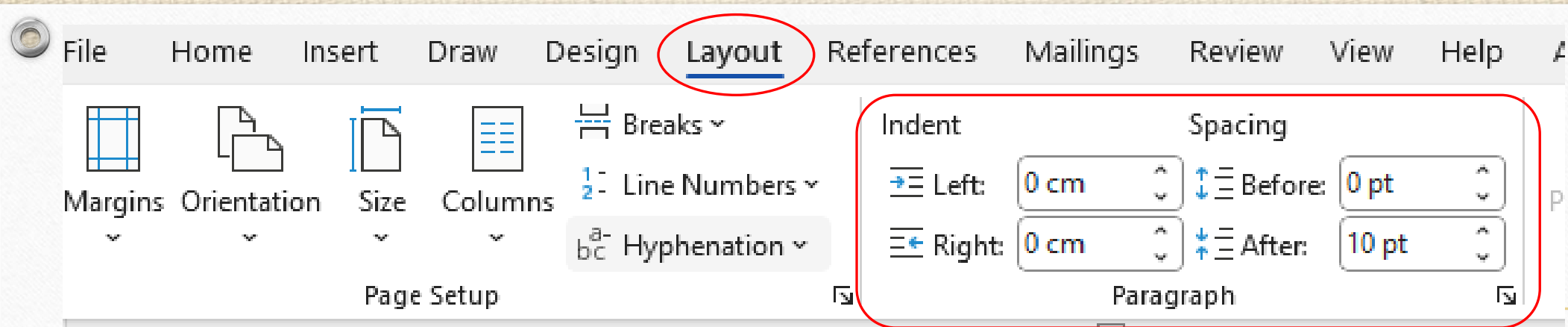
Paragraph

- **Indent Left** – Moves the paragraph away from the left margin.
- **Indent Right** – Moves the paragraph away from the right margin.
- **Spacing Before** – Changes how much spacing is before the selected paragraph.
- **Spacing After** – Changes how much spacing is after the selected paragraph.